

Remote Work

Is it for you?

Arapahoe/Douglas Works! is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

Arapahoe/Douglas Works! Workforce Center
6974 S. Lima Street • Centennial, CO 80112
www.adworks.org



Objectives

- Review the concept and reason for Remote Work
- Identify the requirements for remote work
- Investigate places to find remote work
- Explore best practices for remote work

Breakout Groups

In your small group;

- Introduce yourself
- Share what type of remote work you are seeking

What is remote work?

- Remote work is a working style that allows professionals to work outside of a traditional office environment. It is based on the concept that work does not need to be done in a specific place to be executed successfully.
- There has been a cultural paradigm shift in what society deems to be an appropriate workplace - and remote work has capitalized off of that newfound freedom.

Why work remotely?

- Flexible lifestyle
- Better health and wellness
- Renewed passion for their job
- Saved worker's money
- Benefits the environment

How does remote work benefit organizations?

- Higher productivity
- Cost savings
- Engages employees
- Increases workforce diversity
- Decreases missed days
- Improves loyalty



Requirements for Remote Work

- Ability to do the job
 - Previous experience working remotely
 - Skills working with clients or coworkers across timelines
- Time and task management skills
- Self-motivation and focus
- Comfort with technology
- Proactive written and oral communication skills

Technology

Dedication to learning and using technology tools

- Email
- Mobile hotspots
- Team chat apps
- Screen sharing software
- Online office suites
- Cloud storage
- Video conferencing platforms (Zoom, Microsoft Teams, Slack) and the tools they possess
- Remote collaboration tools (Google docs)

Where to find remote work

- <https://www.flexjobs.com/>
- <https://justremote.co/>
- <https://remotive.io/>
- <https://angel.co/>
- <https://talent.hubstaff.com/>
- <https://weworkremotely.com/>
- <https://www.skipthehive.com/>
- <https://www.workingnomads.co/jobs>
- <https://remote.co/>

Best Practices for Remote Work

- Practice good meeting etiquette
- Experiment with what makes you most productive
- Prioritize documentation and clear communication
- Create boundaries between work and life

Best Practices Continued

- Make yourself visible at work
- Connect with your teammates
- Build in accountability
- Define you're and the team's responsibilities
- Focus on your health

How to Succeed as a Remote Worker



Evaluation

Please complete the online evaluation of the this program so we can improve our services to you.

EVALUATION LINK

<https://fs8.formsite.com/adworks/Evaluations/index.html>